



Iowa Department of Human Services

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How do I become a part of the Iowa Wireless EBT Project and acquire a wireless machine for the Farmers Market?

Step 1:

Become certified to accept EBT with the United States Department of Agriculture (USDA).

Link is below:

<http://www.fns.usda.gov/snap/retailers-0>

You will need to set up an account to get started.

To begin the application, choose STORE application. On the first page of the application, the bottom question reads:

Is your business a delivery route, farm stand/stall/u-pick, military commissary/exchange or a specialty food store that primarily sells one food type such as meat/poultry, seafood, bread, or fruits/vegetables?

Choose Yes and choose Direct Marketing Farmer

Information required for application.

- Date opened
- Business name & address
- Home address, social security number, date of birth for ALL owners, partners, and/or spouses.
- Actual sales data from the most recent IRS tax return
- Percentage of sales from staple foods, snack or accessory foods, and all non-food items sold
- Copy of driver's license
- Copy of social security card

Once the application is complete, you will need to print off the signature page. The signature page and a color copy of driver's license and a color copy of social security card are required to be submitted to the USDA.

You will be assigned a seven digit FNS number once you are authorized by the USDA to accept EBT.

Step 2:

Apply for the Farmers Market Coalition (FMC) grant. Link is below:

<http://www.fmctoolbox.org/>

Question 1 – Choose I am a direct marketing farmer who participates in at least one farmers market.

Question 2 – I do not currently process functioning EBT equipment.

Fill out Point of Contact questions. You must provide the name, address and phone number of a Farmers Market. You also must provide your seven digit FNS #. You will set up an account at the end of the Point of Contact page.

A W9 is required to be submitted with your FMC application. You will need to download the W9.

Step 3:

Fill out the Ignite Payments application for the wireless machine. A voided check is required to be submitted with the application. Sign the addendum to become part of the Iowa Wireless EBT Project.

Benefits for being a part of the Iowa Wireless EBT Project

- ❖ Increase participation of the food assistance population at farmers markets
- ❖ Enable food assistance population to go to the market and purchase healthy, locally grown food
- ❖ Farmers expand customer base and increase income
- ❖ EBT transactions are paid by the Iowa Department of Human Services (DHS).

For more information about the Wireless EBT Project, please contact Tracy Penick at 515-281-4935 or tpenick@dhs.state.ia.us